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| **Little Hulton Big Local Board Meeting**  **Monday 8th January 2018**  **18:00 – 20:30**  **Little Hulton Big Local Community Space M38 0AU**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  John Butler (JB) Chair, Alison Jones (AJ) LHBL Development Manager, Susan Owen (SO) LHBL Community Organiser, Sharon Maddocks (SM) Board member, Stuart Wilde (SW) Board Member, Jayne Nickeas (JN) Board Member  **In Attendance**  Kirsten Blackwood (KB) Deputy Chief Exec, Salford CVS, Gill Bruder (GB) Office Manager, Salford CVS (minutes)  **Apologies**  Nathanial Lynch (NL) Board Member, Carole Gallagher (CG) Board Member; Claire Darlington (CD) Board Member, Kate Lewis (KL) Board Member  John Butler (JB), Chair, welcomed attendees to the meeting and noted apologies.  Board members and attendees introduced themselves. |  |
|  | **Declaration of Conflict of Interests**  No declarations of interest. |  |
|  | **Minutes of last meeting, matters arising and action logs.**  The minutes of the meeting 4th December were agreed as an accurate record subject to the following amendments:  Pg1: Add Jayne Nickeas as present at the meeting  Pg5: Under Employment and Wellbeing, add sub title, Mental Health and amend to say the following:  The Mental Health Group have met once and there was a reasonable turn out but it is too soon to say what the focus of the meetings will be.  Pg5: The amount to be amended from £1,250 to £1,750 for the amounts of grants awarded.  For updates on actions see actions tracker |  |
|  | **Confidential Item**  JB & AJ will communicate with Enthusiasm Trust around the Grant Funding process and agreed to send a letter with a deadline for receiving the information requested from the Risk Assessment. AJ was asked to contact Elaine Bucken regarding the Evolve System so we all use the same risk assessment. | **Action 4.1** |
| **5.** | **Finance Update**  KB gave an update on finances and explained any variances.  The bill for the rates have been received for £490. KB to amend the budget to reflect this.  KB was asked to complete a forecast of total income and expenditure for all previous years for the accounts.  The board approved the accounts.  AJ had previously circulated the amount in the holding account at Salford CVS to the board members. The board agreed monies from the Community Committee should be moved into the main account as it is specific money. The board also agreed to use the money as reserves. | **Action 5.1**  **Action 5.2** |
| **6.** | **New Premises**  We have now received the new summary of Terms of Lease for 27-29 Little Hulton Precinct and it has been sent to our solicitor for checking.  The Solicitor has completed a summary of the terms and conditions of the 3 year lease which includes a break clause at 18 months with 6 months’ notice and incudes rent of £8k p.a.  AJ was asked to check with Hayley at City West if the rent is subject to VAT.  The board asked AJ to take photos of the premises before we begin any decorating.  It was also agreed to have the lease in the name of LHBL.  Alison asked for 2 members of the board to sign the lease and explained they could be liable individually if the rent was not paid. John Butler and Stuart Wilde agreed to sign the lease.  AJ to speak with the solicitors tomorrow to request the final copy of the lease.  AJ has renewed the phone and internet with BT for a further 12 months.  Rebecca from City West has managed to find a garage for Noel which will be in the name of LHBL and will be free of charge. The board were happy with this but asked that no tools are stored in there overnight as they will not be insured. The board also asked for a set of keys for the garage for insurance purposes so we know the garage is secure. | **Action 6.1**  **Action 6.2**  **Action 6.3** |
| **7.** | **Task Group updates**  **Step up Grants**  Society Inc Grant for £5,000 was approved at the panel meeting last week as it meets criteria. The board approved the grant subject to a reference.  **Employment and Training Grants**  City West Employment and Training Grant £1,000 was approved subject to checking with Kenyon Residents that they are happy with their match funding going towards the grant.  Banana Enterprise Grant for £1,000 – board approved the grant subject to beneficiaries being from Little Hulton.  **UnLTD**  AJ & JB met with Ahmed today and he has gone away to have a think about the process.  There are 3 grants available:  Try it – Grants up to £500  Do it – Grants up to £5,000  Grow it – Grants up to £15,000  There is £50k worth of grants and LHBL want to influence the process and have a say where the money is spent. LHBL have committed £17k p.a. for the next 3 years and want the money ring fenced for the people of LH so we can evidence the difference the money has made.  **Young People – Youth Unity**  The group was closed over the Christmas period and starts back up tomorrow for the Arts Project and on Thursday for the Youth Club.  AJ has emailed Eileen Buckan for an update but has received no response and the board asked AJ to chase again as we need to complete an end of project report. AJ to arrange a meeting with Youth Unity. | **Action 7.1** |
| **8.** | **Governance**  The Terms of Reference needs to go to the AGM to be approved.  AJ agreed to proof read and for the board to send any suggested amendments to her by the end of the week. The board agreed to review again in 12 months’ time.  Alison asked the board what they wanted at the AGM and the following was suggested:  Hot food  Look around the new building  UnLtd  Sale Sharks  Youth Group – show the activities they have been doing  Walk the Plank to show a film  AJ agreed to speak with Faye about the Annual Report.  Invites to be sent to every household in LH and the board agreed to pay for this to be done.  KB to attend the AGM and take minutes.  It was agreed a start time of 2pm and the formal AGM to start at 4pm.  AJ to send draft report to board members for comment | **Action 8.1**  **Action 8.2** |
| **9.** | **Reports:**  Sue presented her monthly report to the board with the following highlights:  Break in at the hub in the early hours of boxing day, only a small amount of cash was taken but damage to the toilet window and interior doors.  The Narnia Christmas event was a great success with over 600 people attending. The square was decorated and Father Christmas had 130 people visiting his grotto and raised £250.00 by selling raffle donations for the family affected by the recent fire.  Volunteers have been amazing this month helping to prepare and run the pop up shop and Christmas event.  Alison presented her monthly report and here are the highlights:  The toy appeal was a great success and the information was shared through Foodbank, CAB and Social Services and all the presents were given out to the families who really needed them and we had lots of very grateful families.  The pop up shop raised £619.30.  A proposal was submitted for a skateboard park at Peel Park and a desktop assessment has taken place which highlights the concern about noise levels. The result of the assessment was a strong recommend against a skateboard park due to complaints about noise.  At a local event AJ asked local people what does Community Hub mean to you?  Alison received 28 results and wants to run the exercise again. The board approved AJ to do this.  A letter has been received from MP Barbara Keeley recognising all the hard work being done in LH.  Rebecca from City West has expressed an interest in joining the board.  Meeting closed at 8.10pm |  |